Creating a Successful Pollution Prevention Program
Planning Guide #1

Many companies understand the simple importance of pollution prevention and have moved away from a pure compliance philosophy. They have learned that public expectations are what they should attempt to gauge and what they should use to drive their environmental programs, not minimum compliance with regulations. Businesses are beginning to establish overriding environmental principles designed to govern company wide decision making and to ensure they are moving well beyond the minimum standards set by regulations.

This guide was prepared for Arizona facilities to assist in successful implementation of Arizona Pollution Prevention Planning and reporting requirements.

Facilities have implemented a variety of pollution prevention programs in Arizona. Some programs are more successful than others. This guide focuses management attention on the elements which are critical, essential and important to a successful "best-in-class" pollution prevention program. The following three groups are considered to be critical, essential, and important to the most successful pollution prevention programs.

Group A - Critical Elements

Facilities have a clear understanding of pollution prevention direction
- Have a definition of pollution prevention
- Have either facility or corporate pollution prevention mission/vision/policy statements

Facilities identify wastes and emissions
- Have a method for identifying and documenting all wastes and emissions (both hazardous and non-hazardous)

Facilities have pollution prevention goals
- Have facility and/or corporate pollution prevention goals
- Using input solicited from employees and other sources, facility environmental leaders provide input into the corporate and facility goal setting processes
- Corporate pollution prevention directives influence the program

Facilities use a champion or facilitator or focal point person to lead the program

Management supports pollution prevention
- Facility and/or corporate management commit the necessary resources to support pollution prevention activities

Group B - Essential Elements

Pollution prevention is integrated into business planning
- Environmental considerations are part of the business planning process
- Facility pollution prevention goals are part of the business planning process
- Pollution prevention is used, whenever possible, in anticipation of future compliance requirements

Priorities are assigned to waste streams
Cross-functional teams are used

Sustainable pollution prevention programs are cost effective
- Pollution prevention projects need to meet a rate of return on investment
- Facilities use financial and non-financial criteria to evaluate projects
- Facilities implement some pollution prevention projects that are not cost effective

Pollution prevention progress is tracked and communicated
- Facilities have the ability to measure progress
- Facilities periodically publish results against goals
- Results are communicated to key people

Facilities use quality tools in their pollution prevention program (e.g. team based quality culture, fit with ISO 9000, use of Pareto principles, total quality management (TQM), etc.)

There is responsibility and accountability for pollution prevention results
- Many facilities tie waste and emissions accountability to the generating operation

Facility pollution prevention teams know their plant culture and patterned their program to that culture

Group C - Important Elements

Recognition sustained employee motivation
- Immediate recognition of early accomplishments help establish the pollution prevention program
- Facility and/or corporate level recognition programs help sustain employee motivation

Company resources support facility pollution prevention programs
- Facilities have access to corporate resources for program implementation
- Facilities use external resources to aid their pollution prevention program (e.g. corporate engineering, marketing, research, laboratories; outside suppliers, etc.)

Effective communication increases pollution prevention awareness
- Have communication process within the facility

- Have communication process between facilities

Pollution prevention is integrated into pre-manufacturing decisions or choices
- Pollution prevention begins at the research, development, and design phases of the product or process life cycle
- Facilities work with equipment and raw material suppliers, and customers to help identify pollution prevention opportunities for products and processes

Facilities use new technology to achieve significant improvement